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CIA-RDP70-00211R000200180014-4

Chief, Management Staff 5 June 1958

Acting Chief, Records Management Staff

Weekly Report for Week Ending 4 June 1958

1. Contributions

a. Tangible

(1) Received 206 cu. ft. of inactive records at the Records Center from ten Offices. This was 33 cu. ft. more than the weekly average since 1 January. The Center disposed of 892 cu. ft. of records, continuing the high disposition rate which has averaged 693 cu. ft. per week for the past five weeks.

25X1A9a

(2) Approved and designed two new and two revised forms. Considerable effort was put forth in assisting Mr. [redacted] with the final development and coordination of the revised Fitness Report form, to provide copies for next Monday's Personnel Officers Conference at [redacted]

25X1A9a 25X1A6a

(3) Completed and submitted to Mr. [redacted] a staff paper recommending improvements in the Official Personnel and Applicant files through the use of shelf filing.

(4) Completed installing the subject-numeric filing system in the Control and Intelligence Information Staffs of OSR. A serious filing problem was corrected and ten cu. ft. of inactive records were destroyed.

b. Intangible

(1) Evaluated an employee suggestion on the use of one-time carbon paper for all typing. Recommended disapproval on the basis that its adoption would double costs for carbon paper.

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2. Assignments - Active

a. Employee Suggestions - Ten are being evaluated.

b. Forms in Process - Eleven new and 15 revised forms are under review.

c. Forms Management Survey, Printing Services Division - To date, improvements have been made in 32 forms.

d. Audit of OTR Records Control Schedule .

e. Subject-Numeric Files Installations

(1) OGR - Installations started in EIC Secretariat. Revision of Records Control Schedules and the disposal of inactive records will be included in this project.

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(2) OSI- Revision of files in [redacted] and Applied Science Divisions is underway.

(3) Office of Personnel -Reviewed all the recruitment forms used by Personnel Procurement Division, to obtain background on the filing problem.

f. Legislative Counsel - The improved system for recording Congressional liaison contacts will go into effect 16 June upon delivery of forms.

g. Shelf File Installations.

(1) Acquisitions Branch Library/OCR.

(2) Map Library Division/OCR.

(3) OP Official Personnel and Applicant Files.

(4) Office of Security.

h. Document Division/OCR Sorting Rack - Determined that rack could best be custom made by OSA. Document Division personnel are sketching a design based on our recommendations.

i. VM Program - Completed microfilming of VM in OSI and the Office of Personnel.

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3. Assignments - Inactive

a. Revision of Travel Order Form - Delivery of coordination draft from the printer is due 13 June.

b. Budget Office/OC Files System Survey.

c. Machine Records Division Shelf File Installation.

4. News 25X1A9a

a. Mr. [redacted] will be attending the National Archives Institute on Records Management 2-13 June.

25X1A6d b. [redacted]

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[redacted] 6/6/58

Mgt/S/R[redacted]:fjm (5 June 1958)

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